

## City of Victorville Position Description

### **BUYER**

#### **DEFINITION**

Under general supervision, purchases and expedites a variety of materials, supplies, services, and equipment for use by all City departments; performs related work as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

This is a Para-professional position in the Purchasing Division reporting to the Purchasing Manager. Incumbent should be fully competent to perform a wide range of technical purchasing and expediting duties. Work is subject to continuing review in progress and upon completion.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Analyzes requisitions to verify completeness and accuracy and to determine the type of materials, supplies, equipment, or services required; confers with the requesting department to ensure that information is correct, that order parameters are understood, and to provide information regarding products and suppliers; obtains verbal or written price quotations or prepares formal specifications and bid packages as required; monitors contract performance by conducting on-site visits; prepares council agenda information for the formal bid processes; analyzes bids, recommends awards, and prepares necessary documentation; interviews salespersons, visits manufacturers and vendors, attends demonstrations, and obtains samples and literature from potential suppliers; explains purchasing policies and procedures to potential vendors; obtains comparative data regarding price, quality, quantity, and availability of materials, supplies, and equipment; places orders and negotiates with vendors if changes in purchase items are required; expedites purchase orders, determining the reason for delivery or other problems and following up as necessary; works with departments to reconcile invoices and to solve delivery, quality, and other problems that arise; assists with the sale and disposal of surplus equipment, materials and supplies; works effectively under timelines and significant work volume; utilizes computer software programs competently; understands and follows oral and written instructions, communicates effectively, both orally and in writing, establishes and maintains cooperative working relationships with those contacted in the course of work; routinely adheres to and maintains a positive attitude; operates a variety of office equipment including computer related software, scanners, photocopiers, fax machines, and printers; safely operates a city vehicle; and performs related duties as required.

#### **EMPLOYMENT STANDARDS**

**Training & Experience** – Sixty (60) college semester units in public administration or related field and two (2) years of progressively responsible experience in storekeeping, inventory control, and purchasing support.

**Knowledge & Abilities - Knowledge of:** Policies, procedures and principles, methods, and practices of public sector purchasing; federal and state purchasing laws and procedures; storekeeping and warehousing methods and practices; inventory control procedures; methods and practices used in competitive bidding; administrative techniques, including principles of organization and budgeting; modern office methods, practices, procedures, and equipment, including Word 2000, Excel spreadsheets, and MS Office; PeopleSoft highly desirable; and elements of proper English usage, vocabulary, spelling, punctuation, and grammar.

**Ability to:** Gather, analyze, evaluate, and modify purchasing methods and procedures; implement methods and best practices used in competitive bidding; interpret and explain City purchasing policies and procedures; establish administrative techniques, including principles of organization and budgeting; read, interpret, and apply information from complex technical materials (i.e. ordinances, contracts, resolutions, rules and regulations); evaluate quality, price and availability of supplies, materials, and equipment to make the most economical purchases; perform difficult and responsible administrative duties involving use of independent judgment, discretion, and confidentiality; compose clear, concise, and grammatically correct correspondence; effectively present instructions and information, in writing and orally, to the general public, outside agencies, and fellow employees; establish and maintain effective working relationships with fellow employees, supervisors, vendors and the general public; make complex mathematical computations with speed and accuracy; prioritize and schedule workload to ensure completion when faced with deadlines or emergencies; use patience, tact, and courtesy in dealing with vendors; utilize computer software programs competently; and operate City vehicles and equipment in a safe and efficient manner.

**Licenses & Certificates** - Must possess a valid Class "C" California driver's license.

### **WORKING CONDITIONS**

Work is generally performed in an office and warehouse environment in close proximity to other workers. Incumbent generally shall be exposed to those conditions normally encountered in a business office environment. Some heavy lifting and carrying moderately heavy boxes up to 25 pounds, and/or utilizing a hand dolly, and other physical exertion required while working in warehouse environment. Must have the ability to work long hours and overtime, if necessary, and be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

**APPROVED:**

  
**DIRECTOR OF HUMAN RESOURCES**

**DATE REVISED:** January 16, 2007

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position  
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